

Recommended Resource List: Developing Effective Presentation Skills

To request a title from the State Library:

- *State government employees* should follow the call number link to the [KDLA Catalog](#) and click on the "Make a Request" tab on the right. Complete the form with your name, library card number, and delivery choice. Then click on "Submit Form." Requests can also be made by calling the State Library's Circulation Desk at (502) 564-8300, ext. 337 or (800) 928-7000, ext. 337. Materials can be delivered by messenger mail in Frankfort or by UPS to field/district offices (return postage included).
- *Public Library staff* should use the OCLC Interlibrary Loan system for audiobook and book requests and the [Public Library Visual Materials/Kit Request](#) form for videos and DVDs.
- *Members of the general public* should contact their local public library for interlibrary loan service.

Audiobooks

Pool, Steve. **Fearless Public Speaking**. Renton, WA: TOPICS Entertainment, 2002. Call number: [SR CD 808.51 Pool](#)

Toogood, Granville N. **The Articulate Executive: Learn to Look, Act, and Sound Like a Leader**. Burlington, NC: McGraw-Hill Audio, 2003. Call number: [SR CD 658.45 Toog](#)

Books

Atkinson, Cliff. **Beyond Bullet Points: Using Microsoft PowerPoint to Create Presentations that Inform, Motivate and Inspire**. Redmond, WA: Microsoft Press, 2005. Call number: [005.58 POWERPT Atki](#)

Beebe, Steven A. **Public Speaking Handbook**. 2nd ed. Boston, MA: Pearson Allyn and Bacon, 2007. Call number: [808.51 Beeb](#)

Carlson, Tony. **The How of WOW: a Guide to Giving a Speech That Will Positively Blow 'Em Away**. New York: AMACOM, 2005. Call number: [808.51 Carl](#)

Jolles, Robert L. **How to Run Seminars and Workshops: Presentation Skills for Consultants, Trainers, and Teachers**, 3rd ed. New York: John Wiley & Sons, Inc., 2005. Call number: [658.456 Joll](#)

Krannich, Caryl Rae. **101 Secrets of Highly Effective Speakers: Controlling Fear, Commanding Attention.** Manassas Park, VA: Impact Publications, 2005. Call number: 808.51 Kran

Mills, Harry. **Power Points! How to Design and Deliver Presentations That Sizzle and Sell.** New York: AMACOM, 2007. Call number: 658.452 Mill

Mintzer, Rich. **Public Speaking for Wimps: Staying Cool When Stage Fright Strikes.** New York: Sterling Publishing, 2005. Call number: 808.51 Mint

Shipside, Steve. **Perfect Your Presentations: Deliver Confident, High-impact Performances.** New York: DK, 2007. Call number: 658.453 Ship

Tracy, Brian. **Speak to win: How to Present with Power in Any Situation.** New York: AMACOM, 2008. Call number: 808.51 Trac

Videos/DVDs

Learn Public Speaking. Cerebellum Corp., 2002. DVD. Call number: DV 808.51 Lear

Websites

<http://www.presentersuniversity.com/index.php>

Presenters University of the InFocus Corporation offers tutorials and downloads, focusing on content, delivery, and visual aids. It also includes information on using technology in presentations. Last accessed on October 27, 2008.